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10 July 1964

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations from 1-30 Jun '64

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 51,404 items for June broken down as follows:

Comparison with the 1963 Monthly Average

		<u>Over</u>
CIA IN cables	23,635	12%
CIA OUT cables	7,258	4%
Miscellaneous	4,030	29%
Non-CIA cables	<u>16,481</u>	<u>12%</u>
Total Work Units	51,404	13%

b. From 1 January 1964 thru 30 June 1964 the Cable Secretariat processed 168,842 CIA IN/OUT cables which is 9% more than the number of CIA IN/OUT cables (154,686) processed during the same period in 1963.

c. 1,239 or 2.5% of all cables processed were furnished to the Director as compared to 1,267 or 3% for May 1964.

2. Personnel

a. We are in real need of people. As of this date we have [] persons against a T/O of []. With losses and gains for June and July, by the end of July we will be short 7 persons with one person on LWOP until September.

b. George Hessler (Clerk Typist-Flexo) was awarded \$25.00 for his suggestion of simplifying one of the forms we use in the Cable Secretariat.

3. General

a. On 9 June at the request of [] we began to prepare very short summaries for the DCI with copies prepared for D/DCI and DDP.

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b. The Office of Computer Services is in the final stages of preparing a study re the feasibility of using some form of computer in the Cable Secretariat to increase our capability and to speed up the processing of cables, particularly the control and accountability of cables.

c. We are closing in on the experiment in which Signal Center will use reproducible masters in certain of their teletype machines thus allowing us to cut out the mat preparation portion of our processing job for CIA incoming cables. There are bugs, but Signal Center is working hard on their side and we on ours. I hope for a breakthrough in the next 30-60 days.

d. The new cable form (NCR paper) is in general use now and seemingly is well accepted.

e. Later in July I plan to visit with OC the Collins Radio Company, Information Science Center, Newport Beach, California. There we will see demonstrated prior to shipment the Message Automatic Exchange Number One Computer. This is an automatic switching system which will be installed in CIA's Communication Center, Clark Field, and will replace the torn tape relay system. In this way we are able to keep abreast of OC's planned advancements. OC, by the way, is very good at keeping us informed, and our working relationship couldn't be better.

f. Also, sometime in the future I may visit the Monsanto Chemical facilities in St. Louis, Missouri, to see Cutler-Hammer's automatic mail sorting system to determine if this can be used in our shop. It is clear to me, and has been for some years, that we in the Cable Secretariat are quite big when it comes to the number of sheets of paper put out in specific slots each 24 hours. (25 million sheets per year) I am seeking to automate wherever possible and wherever our capacity to produce will be improved.



Cable Secretary /

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